

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
2829 Watt Avenue
P.O. Box 214405
Sacramento, California 95821-0405

CAL ARNG Regulation
No. 350-5

1 March 1990

Training
ANNUAL TRAINING - ARMY NATIONAL GUARD ADMINISTRATION

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SECTION I. PERSONNEL

1. ATTENDANCE OF OFFICERS AND WARRANT OFFICERS. Officers and warrant officers granted temporary Federal recognition (initial appointment) will attend Annual Training (AT) and claim pay and allowances even though Federal recognition has not been confirmed by the National Guard Bureau.

2. DUAL PERIODS OF AT. a. An individual who has attended AT with an ARNG unit and enlists or transfers in the same training year to a unit that has not attended AT may not attend with the gaining unit without prior approval of this headquarters. To be approved, the individual must possess a special skill or talent that justifies his attendance with the gaining unit, otherwise he will be placed on leave orders for the period of AT.

b. Enlisted persons who are qualified and accepted as officer candidates may attend AT with their unit prior to the start of State OCS annual training period and with the OCS during the same training year.

c. Officers who have been commissioned or awarded certificates of eligibility at the conclusion of the final AT Phase of the CAL ARNG Officer Candidate School may, if they desire, attend a second period of AT with the unit to which they are assigned, provided the second period is later in the training year.

3. ATTACHMENT TO ANOTHER UNIT. a. An individual who is unable to attend AT with his parent unit may be attached to and attend AT with another unit of the major command concerned, provided he will receive meaningful training in his primary MOS. Attachments will only be made to units that contain the individual's specific MOS in Section II of their MTOE.

*This regulation supersedes CAL ARNGR 350-5, dated 16 January 1981.

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b. If the individual cannot perform AT with any unit of the major command concerned, a request may be submitted through command channels to this headquarters for the individual to be attached to another command for AT. The unit to which attached must contain the specific MOS in Section II of their MTOE. Requests for attachment with appropriate justification will be submitted to reach this headquarters, ATTN: CAOT-TO, prior to the initial AT of the individual's unit of assignment. Requests will include the individual's:

- (1) Name, SSN and grade.
- (2) Unit/organization of current assignment, including PRN, city and 9-digit ZIP code.
- (3) Home address, to include 9-digit ZIP CODE.
- (4) Marital Status.
- (5) Date and term of current enlistment, for enlisted personnel, or date of current federal recognition, for officers.
- (6) PEBD and WE.
- (7) Security Clearance.
- (8) Current TOE assignment and MOS.
- (9) Qualification in assigned MOS.
- (10) Mode of travel to and from AT.
- (11) The unit/organization to which the individual will be attached.
- (12) Concurrence of gaining unit with statement of intent.

c. Upon receipt of a request for attachment, submitted in accordance with paragraph 3b, above, this headquarters will evaluate the request to determine the adequacy of the justification provided, and if in fact the individual will receive training in his primary MOS. If the request is approved, attachment orders will be published by this headquarters. Should the request be denied the headquarters concerned will be notified. Attachment of individual to other CAL ARNG commands will only be made during the scheduled AT periods.

4. ANNUAL TRAINING AT HOME STATION. a. This headquarters publishes permanent orders ordering CAL ARNG units and their members to annual training, to include overseas and out of state training.

b. Permanent orders ordering CAL ARNG units and its members to AT contain accounting classifications for pay and allowances and travel and per diem. Publication of individual AT orders is not required. However, organizations that

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desire to publish AT orders for the convenience of their members and/or their employers, are authorized to publish individual AT orders under the provisions of NGR 310-10, Format 296,

c. Individual AT orders will be published by this headquarters for those units and/or individuals ordered to "year-round" AT, which require travel or per diem. If travel and per diem is not required, individual orders will be published by the organization concerned.

d. Units that will perform AT overseas or out of state within CONUS may publish individual AT orders under the provisions of NGR 310-10, Format 296.

e. NGB Forms 102-10, Request for Orders, for performance of all Advance and Rear Detachment Duty, will be submitted to this headquarters, ATTN: CAOT-TO, for each individual performing such duty, 15 days prior to the performance of the duty.

5. **ABSENCES.** The following policy will apply when granting absence from Annual Training:

a. All commanders must judiciously use their authority to grant leave. Annual Training is normally the only period during the training year when the unit is able to train for a prolonged period together. Maximum benefit can only be obtained when unit members are present and receiving the training.

b. Authority to approve leave for excused absences (subparagraphs c through e, below) is delegated to major organization commanders, as defined in CAL ARNGR 10-1. Delegation of this authority should be made to organization commanders.

c. Non prior Service Personnel.

(1) Personnel awaiting or who have not completed their initial ADT will not attend Annual Training.

(2) Personnel who have completed their initial ADT prior to the starting date of the AT period will attend Annual Training.

d. ETS. Personnel whose ETS occurs during AT will be granted leave from Annual Training and discharged on their ETS date.

e. Constructive Attendance.

(1) Will be granted to personnel attending service schools or Army area schools in lieu of AT, OCS/CMA, NCO academies authorized in lieu of AT, and non-prior service personnel on or awaiting ADT.

(2) Absence from Annual Training may be excused when sickness, injury, or some other circumstances beyond the member's control causes the absence. Under these circumstances personnel may be granted authority to attend AT with a unit other than theirs. See paragraph 3, above.

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(3) May be granted to personnel to attend AT with other than assigned unit because of employment conflicts, medical reasons, schooling, or other hardship reasons, subject to the assurance that these personnel will be trained in their primary MOS by the unit to which attached. See paragraph 3, above.

(4) May be granted to prior service personnel who have enlisted within 60 days prior to the commencement of AT.

(5) May be granted to Simultaneous Membership Program participants who:

(a) Attend Reserve Officer Training Corps (ROTC) summer camps in lieu of annual training.

(b) Attend an alternate annual training period when their unit's annual training conflicts with their college or ROTC program.

(6) Other reasons for missing Annual Training and being granted constructive attendance are listed in NGR 350-1. These are:

(a) When hospitalized or incapacitated as a result of line of duty injury or illness.

(b) When an individual has been appointed a candidate for admission to one of the service academies and is preparing for admittance to the academy by attending a recognized civilian preparatory school.

(c) When authorized as a vital humanitarian domestic action project in accordance with paragraphs 3-3a(5) and 3-3b(11), NGR 350-1, and approved by the Chief, NGB.

(d) A member who has served on active duty for 12 or more consecutive months may not be required to perform full-time training, including AT, if the first day of that training begins with the 120 day period immediately preceding the end of his/her 6-year reserve obligation. These individuals will be credited with constructive attendance for the period of unit full-time duty, including AT.

(7) When an individual is attached to another unit for administration and training, and orders have been published announcing the attachment, then the parent unit is authorized constructive attendance for the individual.

f. Nonconstructive Attendance.

(1) Medical and Hardship. Authorized absence may be granted to personnel certified by a medical doctor as unfit to attend Annual Training. In the absence of a medical officer, unit commanders may certify members unfit who have actual or potential physical disabilities. Those members with a substantially documented personal hardship may also be excused. Members with short term hardship or medical problems will be scheduled for AT at a later date, if possible, and then are in a constructive attendance category as discussed in subparagraph e(3), above.

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(2) Individual discharged/transferred or pending discharge/transfer (to include transfer to the Inactive National Guard) for whom orders have not been received and who have been excused.

(3) Individuals absent since they are in civilian authorities confinement facilities.

g. Authority to grant leave for unexcused absences, as defined in AR 135-91, rests with this headquarters. Request will be processed through command channels to arrive at this headquarters at least thirty days prior to the start of the unit's annual training.

h. Provisions of the Manual for Courts-Martial and Non-Judicial Punishment-California National Guard are applicable to Guard personnel AWOL from AT.

6. YEAR-ROUND TRAINING (YRT). a. Commands/units identified in CAL ARNG AT Site and Date Circular or Annual Training Permanent Orders as Code 01 YRT are authorized to publish their own YRT orders providing travel and per diem are not required (see paragraph 6b below). These units should conduct each Annual Training period as a total entity whenever possible (e.g., company, platoon, squad, section or team) to ensure and promote collective training. Combat service support and other units identified in paragraph 3-4c, NGR 350-1, authorized Year Round Training will conduct Annual Training as an entire unit at least once every three years.

b. When the performance of YRT results in the obligation of funds, e.g., travel or per diem, orders will be published by this headquarters for approval, ATTN: CAOT-TO, 30 days prior to the performance of training.

7. PHYSICAL INSPECTIONS. a. All personnel will be inspected prior to departure from home stations. Those with actual or potential physical disabilities will be granted leave from AT. (See paragraph 5d, above) If medical officers are not available, inspection will be conducted by the unit commander.

b. Quadrennial physicals or food handlers examinations normally will not be conducted during AT and should be accomplished at home station. Funds are not available for hire of civilian doctors to conduct these inspections. Arrangements should be made through organic CAL ARNG medical resources.

SECTION II. AT PAYROLLS

8. The preparation, submission and payment of payrolls for AT will be in accordance with instructions as provided by USPFO.

a. Deductions for subsistence will be made in accordance with Section IV, CAL ARNGR 350-4.

b. Officers who have not received Federal recognition on promotion will be paid in the lower recognized grade. Upon receipt of recognition in the higher grade, pay may be claimed on a supplemental payroll.

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c. All supplemental payrolls not paid during AT will be manually prepared at unit level and forwarded directly to the Finance Office that originally processed the payroll.

d. If a unit conducts Annual Training as an entity within the territorial limits of California there is no requirement for the unit or higher headquarters to publish orders, ordering unit members to duty. The roster provided by USPFO as part of the Active Duty Automated Pay System (ADAPS) will provide all necessary pay information. If an individual requires notification for an employer he will provide an Order to Military Duty, Appendix E, to his/her employer. If desired this headquarters can produce labels for assigned personnel to personalize the Order to Military Duty. Commanders desiring this service should request it 60 days in advance of need, ATTN: CAOT-TO. If the individual or his authorized dependent desires to use Exchange or Commissary privileges during the AT period, a copy of Exchange and Commissary Privileges, Appendix C, will be provided the individual.

e. If a unit conducts Annual Training in the "year-round" mode, orders must be published for each member.

(1) For unit members performing AT more than 50 miles from their home-of-record orders will be published by this headquarters upon submission of completed NGB Form 102-10.

(2) For unit members performing AT less than 50 miles from their home-of-record orders will be published by their unit of assignment.

SECTION III. REPORTS

9. Unit Record of Reserve Training (DA Form 1379) will be prepared and distributed in accordance with NGR 680-1. The original will be forwarded to OTAG, ATTN: CAOT-TO, not later than five days subsequent to the completion of AT.

10. REPORTS OF ATTENDANCE - NGB FORM 350 SERIES. a. Year-round Annual Training. Units conducting year-round AT will report performance of this training on a monthly basis, using NGB Form 350-2R. Each unit that prepares a DA Form 1379 must submit an attendance report based on the information contained therein. The preparation and monitoring of the attendance report must follow the normal report channels. Attendance reports will be forwarded to reach OTAG, ATTN: CAPO, not later than the fifth working day of each month reporting the preceding month's activity. The following information will be required for each monthly report:

(1) Number of individuals completing 15 days of Annual Training during the calendar month.

(2) Negative reports are required.

b. Normal 15 day Annual Training Period. Each unit that prepares a DA Form 1379 must submit an attendance report using a reproduced copy of FORSCOM Form 1-R (Worksheet). This is not an additional report requirement, it is a copy of the

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report furnished AT Evaluators. The report will include the list of all personnel not present at Annual Training, by name, grade, SSAN and reason for non-attendance, IAW Appendix A, para A-3a(8), FORSCOM Pam 135-3. The FORSCOM Form 1-R will be furnished this headquarters, ATTN: CAMP-SIB not later than the fifth day of the AT period.

11. An outpatient record will be kept on each individual treated at the medical facility of each training installation. The record will be forwarded to OTAG, ATTN: CAMP-SIB, upon termination of AT and will show name of patient, unit, date of treatment, location and name of medical officer in charge.

12. All deaths and injuries will be reported immediately by telephone to OTAG by collect call. Injuries will be reported within 24 hours using the Immediate Telephone Accident Report (ITAR) (CAL ARNG Form 27-1 dated Jan 79) as a guide for the required information. Death must be reported within four hours of knowledge using the Appendix F, AR 600-10, as well as ITAR as a guide to the requested information. Calls for ITAR will be made to (916) 973-3440 or AV 466-3440.

13. **CHAPLAIN ACTIVITY REPORTS.** Each supervisory Chaplain will submit a consolidated narrative After Action Report on their activities, and the effectiveness of Chaplain programs and training during the Annual Training period. Reports will be forwarded, through channels, within five days following completion of the AT period, ATTN: CAAG-CH. A copy will be provided the Post Chaplain.

SECTION IV. MISCELLANEOUS

14. The granting of leaves and passes during AT is a function of command. Personnel must be present at the AT site on each day of scheduled training to be entitled to pay for that day. As an exception, members disabled in line of duty and not present at the training site will be paid until returned to duty, or until the end of the training period, whichever comes first. See NGR 37-104-2 for incapacitation pay after training period.

15. ACTIONS REQUIRED FOR MEMBERS RETAINED IN HOSPITALS BEYOND AT.

a. Notification and Estimate of Costs. Unit commanders will prepare a letter of notification using CAL ARNG Form 40-4 or the format in Appendix I, NGR 40-3. This form will not be submitted without an estimate of treatment costs when civilian care is obtained.

b. Preparation of Orders. Battalion level commanders will prepare orders on CAL ARNG Form 40-6-1 IAW Supplement 2, NGR 40-3. This form authorizes treatment, provides fund citations for travel pay, provides billing instructions for private agencies and solicits disability statements. The form will be completed in an original and six legible copies. Copies will be distributed as follows:

Original and Copy 1 - Treatment facility

Copy 2 - Individual

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*Copy 3 - Transportation Officer
Copy 4 - USPFO, ATTN: CAUS-BF
Copy 5 - OTAG, ATTN: Casualty
Copy 6 - Individual's 201 file

* Copy for Transportation Officer will be used by individual or his commander to obtain transportation request and meal tickets, if required, for return to home station after AT.

16. TRAVEL BY PRIVATELY OWNED VEHICLE. a. Personnel traveling to and from AT as individuals normally are not authorized commercial transportation or mileage at government expense because Federal vehicles are presumed to be available.

b. The authority to permit individuals to travel by private transportation without cost to the government is delegated to major commanders.

c. Orders issued pursuant to the above authority will contain the statement, "All expense incident to travel will be without cost to the Government".

d. An individual traveling by private transportation is not authorized additional travel days even though his parent unit may be authorized additional travel days. Orders in these cases will contain this additional statement, "Individuals authorized to travel by private transportation will receive pay and allowances for the AT period only".

e. In those instances in which this headquarters does issue annual training orders involving the travel of individual Army National Guardsmen, those orders will normally direct the use of Federal vehicle to and from the AT site. If the traveler performs the travel by means other than the directed mode, he will receive no reimbursement in the absence of a conclusive showing that the mode directed was not available.

f. Exceptions to the policy stated in paragraph 16e, above, will be made when:

(1) A commander at a battalion or higher headquarters recommends that a designated individual of his command be authorized to travel by private conveyance because of the non-availability of satisfactory Federal vehicle. If the request is approved by this headquarters, orders will not direct the mode of transportation. Request will be submitted in the format shown at Appendix B.

(2) The travel is to or from annual training of the California Military Academy by support personnel, a student or instructor. In this event, orders issued by this headquarters will not direct the mode of transportation.

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g. Reimbursement for travel to and from the AT site and performed by privately owned conveyance pursuant to orders referred to in paragraph 16, above, will be at the rates prescribed in Part A, Chapter 6, Volume 1, Joint Travel Regulation. Currently those rates are as follows:

(1) Ten cents a mile and no per diem if quarters and subsistence are available at the training site.

(2) Seven cents a mile plus per diem if quarters and/or subsistence are not available at the training site.

17. USE OF GOVERNMENT OWNED VEHICLES. a. Prevention of unauthorized use of Federal and State vehicles is a command function.

b. State-owned vehicles will not be used as a means of transportation to and from Annual Training.

c. Use of Federal vehicles for organized recreation may be authorized by the responsible commander. Travel is limited to a 100 mile driving radius from the site.

18. COMMUNICATION SERVICE ALLOWANCE. A cumulative allowance of 15 cents per individual at the site is established for official telephone toll charges during AT for each unit.

19. WELFARE DIVIDENDS. a. Entitlement to nonappropriated military welfare dividends during AT at Army or other installations is predicated upon the use of post exchange and motion picture services. Therefore, organizations training at an installation where there is no Moral Support Fund (MSF) will include a certification that these services were provided and by whom in their request for dividends. In accordance with paragraphs 1-4d(2) and 3-26, AR 230-1, welfare dividends accrue to units and not to individuals. Units whose members train under a "Year Round" training concept will request unit fund dividends under the provisions of paragraph 4-18A(2), AR 230-1.

b. Unit's request for dividends will be submitted not later than the second day of Annual Training and use of these funds during the period the unit is on AT. Units performing AT where there is no MSF and which meet the provisions of paragraph 19a, above, may apply for advance of funds in accordance with procedures set forth in paragraph 3-26, AR 230-1.

c. Request for welfare dividend payment will be supported by the following:

(1) DA Form 1758 (Nonappropriated Unit Fund Statement of Operations and Net Worth) in duplicate, completed and signed.

(2) Strength for dividend computation will be completed IAW paragraph 3-23e, AR 230-1 and reported on line 12, DA Form 1758. No additional documentation is required to substantiate AT attendance.

(3) One copy of Permanent Orders directing AT for the unit.

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d. Certification as required by paragraph 19a, above, in "Remarks" section, DA Form 1758. Data outlined in paragraph 19c, above, will be submitted by the unit on AT to one of the places shown below, as applicable, for payment of dividends.

(1) Units training on an active Army installation or state training site where there is a MSF or equivalent will submit requests to the installation/site welfare fund custodian.

(2) Units training at installations/sites where there is no MSF or equivalent will submit requests to the nearest active Army installation for payment. Requests will be addressed to the "Custodian, Moral Support Fund, Fort _____ (Name), (State), (Zip Code)". The nearest active Army installation may be ascertained by calling HQ FORSCOM, NAF Branch, AUTOVON 588-3158/2629/2846 or commercial, Area Code 404-752-3158/2629/2846.

(3) If an office of payment cannot be ascertained by the first day of AT the request will be submitted to HQ FORSCOM addressed to Custodian, Command Welfare Fund, ATTN: AFPR-PSN, Fort McPherson, GA 30330.

(4) Units training at an active military installation controlled by a service other than the Army will submit their dividend request to the custodian of the welfare fund of that installation.

20. POST EXCHANGE AND COMMISSARY PRIVILEGES. a. Members of the CAL ARNG and their dependents are authorized unlimited exchange privileges during the member's annual training. In order to make Exchange purchases, proper identification is required for both the member and his/her dependents. Proper identification includes a copy of the unit/organizational order with the DD Form 2A (Reserve) (Red) U.S. Armed Forces Identification Card for the member. Proper identification for the dependent is a copy of the unit/organizational order with DA Form 5431 Army Guard/Reserve Family Member Identification Card. Effective 1 October 1988, possession of a valid DA Form 5431 will be the only acceptable identification for CAL ARNG family members wishing to use the PX or commissaries. Units that attend Annual Training using the Permanent Order published by this headquarters should consider publishing a Roster Type order for the purpose of the individual using the Post Exchange. A Memorandum of authorization in the format shown in Appendix C will be issued by the member's unit to dependents for their use as means of identification in those cases where a unit roster type order is not used.

b. Commissary Privileges. Provision for Reserve Component Commissary use outlined in CAL ARNG Circular 30-89-5, dated 7 August 1989, remain applicable. Use of the Commissary Privilege Card (DD Form 2529) is effective 1 January 1990.

(1) Effective 1 January 1990, soldiers and their family members are authorized to use commissaries anytime the soldier is on active duty (AT, ADT, ADSW) by presenting active duty orders and a valid identification card (DD Form 2A) (Red) for soldiers and family member identification card (DA Form 5431) for family members. Additionally, 12 discretionary visits are authorized for use

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anytime during the calendar year. Control of these twelve discretionary visits will be accomplished by commissary personnel annotating the Soldiers U.S. Armed Forces Commissary Privilege Card (DD Form 2529) at the time of entry to the commissary store.

(2) Eligibility for the card will be based on a soldier's current status and requirements to perform active duty. Consequently, the card may be issued to soldiers at the unit commander's discretion.

(3) Effective 1 October 1988 possession of a valid DA Form 5431 will be the only acceptable identification for CAL ARNG family members wishing to use the PX or commissaries.

21. RELIGIOUS SERVICE. a. Religious service for each major faith will be held on Sundays and recognized holy days. No person shall be denied the right to attend service of his choice except under extreme exigencies of the service. Schedule of services will be well publicized.

b. In event of serious accident or illness a chaplain, of the appropriate faith if possible, will be notified.

22. INSPECTOR GENERAL COMPLAINT SESSIONS. An Inspector General will conduct a complaint session for ARNG personnel during their unit's annual training period. The complaint session will normally be conducted by a detailed or acting Inspector General. Organizations not authorized an Inspector General will designate a field grade officer to act in that capacity.

23. TEMPORARY DUTY. The Adjutant General, State Military Forces, is the authority for the purpose of issuing orders authorizing reimbursement for periods of temporary duty. Whenever extraordinary circumstances provide a basis for an individual to receive travel or transportation allowances during AT, request for TDY orders must be received by this headquarters, ATTN: CAOT-TO, on or before the effective date. In the event request is received on any subsequent day, TDY will be effective 0001 hours on the day of receipt.

24. TRAINING SITE ABBREVIATIONS. See Appendix D.

APPENDIX A

REPORTS OF ATTENDANCE

YEAR-ROUND & NORMAL 15 DAY ANNUAL TRAINING PERIOD UNITS
NGB FORM 350-2R

A-1. The NGB Form 350-2R is a locally reproducible form that is used as the worksheet for key punching annual training attendance data on all Army National Guard units. Each unit having a federally recognized unit identity code will have an NGB Form 350-2R prepared in accordance with the following instructions. Each unit will submit this report to reach OTAG, ATTN: CAPO, not later than five days following the first day of AT. Year-round Training Units will submit this report to reach OTAG, ATTN: CAPO, not later than the fifth of each month for the previous month. (Monthly report for all Year-round Training Units.) Reports will not be typed. Recommend preparation with red ink or red felt-tip pen. Negative reports are required.

A-2. The following paragraphs give instructions for the completion of the NGB Form 350-2R Annual Training Report Worksheet.

<u>BLOCKS</u>	<u>ITEM</u>
* 1 - 6	Blocks 1 through 6 will contain the six digit unit identity code.
* 7 - 8	Blocks 7 & 8 will contain the total number of officers assigned to the unit.
* 9 - 10	Blocks 9 & 10 will contain the total number of warrant officers assigned to the unit.
* 11 - 13	Blocks 11 through 13 will contain the total number of enlisted personnel assigned to the unit.
* 14 - 15	Blocks 14 & 15 will contain the number of officers present on the first day of annual training. (NOTE: For Year-round Training Units this item will reflect those officers who have completed 15 days of AT during the reported month. Example: Officer did 10 days of AT in October and 5 days AT in November - will be reported on report for November as completing 15 days AT).
* 16 - 17	Blocks 16 & 17 will contain the number of warrant officers present on the first day of annual training. (NOTE: Same as for blocks 14 & 15.
* 18 - 20	Blocks 18 through 20 will contain the number of enlisted persons present on the first day of annual training. (NOTE: Same as for blocks 14 & 15).

APPENDIX A (continued)

<u>BLOCKS</u>	<u>ITEM</u>
* 21 - 26	Blocks 21 & 22 are used to show the number of officers that have been excused from annual training by OTAG. Blocks 23 & 24 shows the same information for warrant officers and 25 & 26 reflect the same data for enlisted personnel. (NOTE: For Year-round Training Units these blocks will reflect data for the reported month).
* 27 - 30	Blocks 27 through 30 will be utilized to show the number of personnel by officer, warrant officer and enlisted that are arrested or in confinement as of the first day of annual training.
* 31 - 34	Blocks 31 through 34 will reflect the number of personnel in an AWOL status as of the first day of annual training by category.
* 35 - 40	Blocks 35 through 40 are used to show the number of personnel that have or will perform full time training duty in lieu of annual training, by category.
* 41 - 46	Blocks 41 through 46 are to be used to reflect the number of individuals that have or will attend a USAR school for annual training, by category.
* 47 - 57	Blocks 47 through 57 are used to account for personnel that will or have participated in the State OCS program in a support or student capacity. (a) Blocks 47 through 52 are used to show the number of individuals from the unit that will attend annual training in support of the OCS/NCOS, i.e., Tactical Officers, instructors, cooks and administrative personnel. (b) Blocks 53 through 55 will show the number of students from the unit that are attending the State OCS program, by warrant officers and enlisted categories. (c) Blocks 56 & 57 will show how many enlisted personnel are attending the State NCO Academy.
* 58 - 61	Blocks 58 through 61 are to be used to show the number of individuals that are awaiting or attending active duty training, i.e., basic training or advanced individual training. (a) Blocks 58 & 59 are to reflect the number of individuals attending active duty training. (b) Blocks 60 & 61 are to reflect the number of individuals awaiting active duty training.

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APPENDIX A (continued)

<u>BLOCKS</u>	<u>ITEM</u>
* 62 - 67	Blocks 62 through 67 are used to show the number of individuals from the unit that have or will attend Annual Training with other National Guard units.
* 68 - 73	Blocks 68 through 73 will be used to show the number of individuals that were utilized in a capacity other than those previously listed on this form and that are considered to have satisfied the requirements of NGR 350-1 for constructive attendance.
* 74 - 75	Blocks 74 & 75 will be used for the State Code, which is a two digit alpha code. ENTER "CA".
76 - 78	Blocks 76 through 78 are reserved for use by NGB.
79	Block 79 is not to be used at this time.
* 80	Block 80 is used to indicate that this card is a reporting card, this is accomplished by placing a "R" in this block.

NOTE: * Indicated that Year-round Training Units are to complete these blocks based upon activities within the reported month.

A-3. To verify totals on NGB Form 350-2R - To verify strength figures indicated on this worksheet add, total by category "Present For Duty", "Excused From Annual Training", "Arrest/Confinement", "AWOL", "Full time Training In Lieu of Annual Training", "USAR Schools", all "OCS Program" categories, both REP-63 Categories, "Attached to Other ARNG Unit" and "Other Constructive Attendance". The result should equal "Total Assigned" in each category.

A-4. To Calculate Performance. Performance can be calculated by adding "Present For Duty", "Full time Training In Lieu of Annual Training", "USAR School", All Categories of "OCS Program", "Attached to Other ARNG Unit", and "Other Constructive Attendance" and dividing the total by "Present For Duty" less both Categories of REP-63".

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APPENDIX B

SUBJECT: Request for Authorization to Travel by Other than Government
Transportation

THRU:

TO: The Adjutant General
State Military Forces
ATTN: CAOT-TO
P.O. Box 214405
Sacramento, CA 95821-0405

1. Request the following individual be authorized to travel to and from the Annual Training Site by *(private conveyance)(commercial means):

NAME:

SSN:

GRADE:

UNIT & STATION:

2. Reasons establishing the non-availability of suitable Federal vehicle are:

3. Travel will be performed from _____ to _____
and return.

4. Approximate round trip distance is _____ miles.

5. In the event commercial means is indicated, it is desired that the USPFO issue a transportation request* Yes No

UNIT COMMANDER

*Cross out one.

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(Unit Designation)

Officer in Charge Exchange and Commissary Facilities

3. These unlimited privileges are also extended to his dependents during the above specified period. His or her eligible dependents are identified below:

SIGNATURE

Unit Commander

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APPENDIX D

TRAINING SITE CODES AND ABBREVIATIONS

<u>AT SITE</u>	<u>STATION CODE (CC 63 - 67)</u>	<u>LOCATION NAME ABBR (CC 68-76)</u>
CAMP PICKETT, VA	51693	PICKET - CP
CAMP ROBERTS	06747	ROBRTS - CP
CAMP SAN LUIS OBISPO	06782	S-L-OBSPO
FORT CARSON, CO	08135	CARSON - FT
FORT IRWIN	06419	IRWIN - FT
FORT LEWIS, WA	53456	LEWIS - FT
FORT ORD	06653	ORD - FT
FRESNO (AVCRAD)	06323	FRESNO
LOS ALAMITOS AFRC	06503	LOSAL - AFRC
MATHER AFB	06532	MATHER

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APPENDIX E

Unit Heading

SUBJECT: Order to Military Duty

Date

TO:

1. The following named individual is ordered to perform military duty for the period and purpose indicated:

Grade Name

Address

2. Type, location, and dates of military duty:

Inactive duty training
*See note below

FROM:

Annual training
(e.g., summer camp)

Date and Time

Active Duty for Training
(e.g., active service school)

TO:

State emergency active duty

Date and Time

Other (explain) LOCATION: -----

*Inactive duty training includes weekend drills, training performed on a weekday in lieu of a weekend, additional flying training periods, etc., for which paid military leave is not normally authorized.

3. The above-named California National Guard member hereby requests a leave of absence from his/her employment, pursuant to Title 38, United States Code, Section 2024 and California Military and Veterans Code, Section 395.

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APPENDIX E (continued)

4. NOTES TO EMPLOYER:

a. Federal law (Title 38, United States Codes, Section 2024) provides that all employees (federal, state, local government or private) must be granted a leave of absence to perform the following National Guard duty: inactive duty for training (drills), annual training (e.g., summer camp), Active Duty for Training (e.g., active service schools) and call-ups for federal active duty. The Guardsman must be permitted to return to his position with such seniority, status, rate of pay, and vacation as he would have had if he had not been ordered to National Guard duty.

b. In addition, California State law (Military and Veterans Code, Sections 394 and 395) provides similar employment rights to all Guardsmen for the performance of military duty including emergency state active duty. It is a misdemeanor to discharge, deny employment, discourage performance of duty, or otherwise discriminate against National Guard personnel because of their Guard duty or status.

c. California State law (Military and Veterans Code, Section 395.01) also provides that state, local and other public agency employees are entitled to receive up to 30 days paid military leave per fiscal year from their employer for active National Guard duty. Federal employees are entitled to 15 days of military leave with pay for such duty. Inactive duty (weekend drills), however, does not entitle a Guardsman to paid military leave.

d. It is the Guard member's obligation to notify the employer in advance, if possible, of an order to perform military duty and to present a copy of his/her orders (e.g., this form) to the employer.

e. If you have any questions concerning employer obligations or rights you are encouraged to contact the undersigned or the Staff Judge Advocate, California National Guard, 2829 Watt Avenue, Sacramento, CA 95821-6294.

COMMANDER

1 March 1990

CAL ARNGR 350-5

(CAOT-TO)

BY ORDER OF THE GOVERNOR:

OFFICIAL

CURWOOD F. REYNOLDS
COL INF, CAL ARNG
Administrative Officer

DISTRIBUTION

A

ROBERT C. THRASHER

Major General

The Adjutant General